

City of Willoughby Hills

Interoffice Memo

Date: June 20, 2014

To: Mayor Robert Weger and Members of City Council

From: Frank Brichacek, Director of Finance *FB*

Subject: 2014 Operating Budget Revision -
Capital Improvement Fund 420 – Replacement of City Network Backup
Equipment

This memorandum is to request an increase in the appropriation of the Capital Improvement Fund No. 420 of \$25,000, from \$229,000 to \$254,000, to provide for the cost of acquiring and installing a new data backup system for the City's computer network. The City's IT manager, Evolve IT (formerly known as Pargrid) has informed us that the City's current tape backup system has experienced multiple failures over the last two months resulting in unreliable backups during this period of time. Should the City's network fail, the City is running the risk of losing the last two plus months of data.

The tape backup system failed early than was expected. The City's Technology Lifecycle Replacement Plan dated September 18, 2011 anticipated that the tape backup system would not be replaced until 2015. As such, this expense was not included in the 2014 Operating Budget.

Backing up of data is critical to the operation of the City. The failure to have a reliable backup of the information contained in the City's computer network will greatly hamper the City's day to day operations across all departments should the network fail and have to be restored. Accordingly, it is the belief of the Administration that the new data backup system should be acquired and installed with the greatest possible haste. Delaying this critical change increases the chance that the City will not be able to recover from a catastrophic failure in a timely manner, if at all, should one occur. Accordingly, I am requesting that the three reading rule be waived for this appropriation change and that it be adopted at the June 26th Council meeting.

If you have any questions regarding this appropriation change, do not hesitate to contact me. If you have any questions regarding the operation and status of the City's technology systems, please contact Mayor Robert Weger.

C: Debbie Doles, Assistant Finance Director